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COMFLTFORCOM/COMNAVPERSINST 1300.1

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COMFLTFORCOM/COMNAVPERSCOM INSTRUCTION 1300.1

Subj: ENLISTED MANNING POLICY AND PROCEDURES

Ref: (a) Military Personnel Manual (MILPERSMAN) (NAVPERS 15560C)
(b) Manual of Navy Total Force Manpower Policies and Procedures (OPNAVINST 1000.16J)
(c) Enlisted Distribution and Verification Report Users' Manual (EDVRMAN)
(d) Navy Enlisted Classification (NEC) Manual (NAVPERS 18068F)
(e) Diary Message Reporting System Users' Manual (DMRSMAN)
(f) Mission and Functions of Enlisted Placement Management Center (EPMAC) (BUPERSINST 5450.34C)
(g) Mission and Functions of Enlisted Placement Management Center Detachment, Transient Monitoring Unit (EPMAC DET TMU) (BUPERSINST 5450.35C)

Encl: (1) Format for PERSMAR Initial Report
(2) Format for PERSMAR SITREP
(3) Format for SEAOPDET PERSMAR Report
(4) Format for HC/HM/HSL/VPU/VQ/VANOPDET PERSMAR Report

1. Purpose. To promulgate enlisted manning policy and procedures for U.S. Navy sea and shore activities.

2. Cancellation. CINCLANTFLT/CINCPACTFLT Joint Letter, PACFLT 1300 Ser 007/7822 of 19 Nov 96/LANTFLT 1300 Ser 00/000254 of 25 Mar 97 (SUBJ: ENLISTED PLACEMENT POLICY FOR ATLANTIC/PACIFIC FLEET MANNING CONTROL AUTHORITY) and CINCLANTFLT/CINCPACFLTINST 1306.14.

3. Discussion. General policy regarding the distribution and assignment of enlisted personnel is contained in reference (a). To assure the effective use of personnel resources and the maintenance of fleet personnel readiness, supplementary policies and procedures are necessary for FLTFORCOM and NAVPERSCOM to discharge their functions as Manning Control Authorities. This instruction has been coordinated with COMPACFLT and MCAR.

4. Policy

a. This instruction provides policies and procedures to Enlisted Placement and Management Center (EPMAC), Fleet Type Commanders, Manpower Claimants, Regional Commanders, and other ISICs for executing the placement and associated manning functions for FLTFORCOM and NAVPERSCOM activities.

b. FLTFORCOM and NAVPERSCOM enlisted personnel manning policy is one of shared assets based on "fair share" manning. COMNAVPERSCOM allocates personnel assets to the two MCAs in each rate, rating, and closed loop NEC based on projected personnel inventory available for distribution (nine months in the future (P9)). The Navy Manning Plan (NMP) system allocates the projected inventory to each unit as a percentage of projected inventory in each rate, rating, and closed loop NEC. NMP is a "target" manning level that does not guarantee personnel resources will be available. The dynamics of billet authorizations and inventory levels create constant changes in projected inventory. This then causes fluctuations in NMP. Consequently, manning below or above NMP may occur when personnel inventory projections are less than, or greater than, current NMP. NMP is continuously monitored and rewritten (adjusted) when projected inventory fluctuates by five percent or more. Exceptions to "fair share" manning (for example raising a unit's NMP above "fair share" levels) must be approved by the FLTFORCOM or NAVPERSCOM MCA as appropriate and will normally require corresponding unencumbered quantity/quality compensation from within the same type command or manpower claimancy. EPMAC, as part of the NAVPERSCOM (PERS-4) organization, executes MCA directed actions as described within this instruction and its references.

c. Requisition generation. Personnel projected to be on board at P9 are measured against P9 NMP to determine vacancies over the ensuing nine months. Requisitions representing these vacancies are generated at least once a month.

d. Priority Manning. Policy is governed by Article 613 of reference (b) and may only be authorized by the FLTFORCOM or NAVPERSCOM MCA as appropriate.

5. MCA's Agent. EPMAC is designated the agent for FLTFORCOM and NAVPERSCOM MCAs and is responsible for evaluating personnel assignments and directing personnel actions to fill vacancies in compliance with the MCA policies and the direction prescribed herein. Individuals are considered assets of the respective MCA from the date orders are issued until three months prior to the member's projected rotation date (PRD). Consequently, all order modifications and/or cancellations require the approval of the respective MCA. All communications dealing with the distribution, placement, qualifications, or skills of individuals assigned to, en route to, or serving in units under FLTFORCOM or NAVPERSCOM manning control will be directed to EPMAC for action with an information copy to the respective MCA. Manning issues that cross MCA lines will be communicated to both gaining and losing MCAs. EPMAC will refer situations not covered in this policy to FLTFORCOM or NAVPERSCOM MCA as appropriate for guidance.

6. Placement. EPMAC, as the representative of the unit, plays an integral role in the assignment process and in achieving and maintaining unit readiness. The objective of the FLTFORCOM and NAVPERSCOM MCAs is to maintain unit readiness through the timely assignment of qualified personnel to support the mission of the command. "Needs of the Navy" are reflected in the personnel requisitions. EPMAC, through interaction with the Assignment Control Authority (NAVPERSCOM detailers), must balance the needs of the units with the current and projected available personnel assets. To ensure the most efficient use of personnel assets in meeting MCA priorities, the following policies and procedures apply:

a. The overarching policy of personnel manning priority shall be Forward Deployed Naval Forces (FDNF), Deploying commands, and other units, in that order.

b. Manning readiness for Units Permanently Deployed Overseas, Deployed Units (deployments of 120 days or more), Surge Carrier Strike Groups (CSG)/Surge Expeditionary Surface Groups (ESG), and units in the "sustainment phase" of the Fleet Response Plan (FRP) will be manned to a minimum standard of C2 SORTS readiness as defined in NTTP 1-03.3 (REV A). The readiness goal for these commands is C1.

c. As the MCA for all "operational" (sea duty) forces, FLTFORCOM will conduct an in-depth analysis of fleet manning and personnel readiness monthly. A report of personnel readiness will be provided to CNO N132 staffs, COMPACFLT, TYCOMs, NAVPERSCOM and EPMAC. As personnel manning deficiencies are identified, action will be taken, or assigned as necessary, to solve those issues. To avoid potentially critical manning deficiencies that could result in extraordinary manning actions (PG diverts, Crossdecks, or TEMADD assistance), EPMAC will

monitor activity manning status early in the FRP cycle to allow the Assignment Control Authority to meet MCA priorities.

d. When NMP is less than BA and creates a degraded readiness level, EPMAC will notify the MCA and request guidance. Degraded readiness of operational forces caused by NMP shortages should be identified in the initial PERSMAR for follow-up to allow the detailing process time to order personnel to report before deployment. If inventory does not support the existing P9NMP, the NMP will be evaluated for rewrite and the MCA advised. The MCA will make the final decision regarding NMP in these situations and address the question of inventory shortfalls to CNO N13.

e. Some enlisted Permanent Change of Station (PCS) transfers result in personnel reporting without required enroute training (NEC) due to lack of quotas or Temporary Duty Under Instruction (TEMDUINS) funding. The failure to detail personnel via en route training automatically defers the responsibility of obtaining quotas and funding training to gaining commands. Normal school quota assignment policy is on a "first come-first served" basis. This policy directly impacts readiness of forward deployed and isolated units when commands such as FDNF and imminent deployers are not given priority. In view of the unique situation FDNF commands face in meeting training requirements as a result of personnel not receiving PCS en route training, and recognizing the readiness requirements of deployers and FDNF units, enroute training shall be assigned in the following priority:

- (1) FDNF Units
- (2) Commands designated as "surgable" that have not yet deployed
- (3) Imminent Deployers (commands within a six month window of meeting "surgability" (RIS DEPSTAT D-9 or sooner)
- (4) Commands back from deployment, designated "surgable"
- (5) Overseas Activities
- (6) Activities where NEC training is not co-located
- (7) All others

Note: Commands are required to screen orders of incoming personnel to ensure required training is included. When required training is not included, the command is to notify their EPMAC Readiness Placement Coordinator by either message or email.

f. EPMAC Placement personnel should ensure that the following actions are taken before orders are issued without required training.

(1) Review previously assigned quotas and substitute the name of a FDNF/deployer/overseas-bound member for an individual reporting to a non-deployer or other type of duty.

(2) Cancelled quotas should be rescheduled for a later class convening date, as available, using NAVPERSCOM's training quota and financial support.

g. In all cases where personnel under consideration for orders to an FDNF/imminent/surge deploying unit do not hold the required NEC and enroute training cannot be provided, EPMAC will assess the readiness impact of gapping the NEC requirement. When dictated by reduced readiness, EPMAC in conjunction with the Assignment Control Authority will identify alternate detailing actions to fill the rating and NEC requirement.

7. Urgent/critical manning situations. Four basic options exist to meet urgent operational requirements that cannot be satisfied by normal personnel distribution practices. These options, in order of desirability, are PRD adjustment, PCS divert, PCS cross-deck/COMPTOUR, and Temporary Additional Duty (TEMADD) assist. A fifth option, Operational Hold (OPHOLD), is discussed in paragraph 8 below. In addition, the use of Limited Duty (LIMDU) personnel may be considered ashore for commands in concentration areas in proximity to medical treatment facilities. Manning deficiencies that degrade a unit's mission capability will be resolved in accordance with the following procedures. In each of the following extraordinary manning action situations, EPMAC will submit a proposal/recommendation to the appropriate TYCOM (Major Manpower Claimant in the case of MCAB commands) for approval using Web Enabled Placement Portal (WEPP), with an information copy to FLTFORCOM (MCAL) or to NAVPERSCOM (MCAB). The MCA will resolve any disagreements when proposals cross TYCOM/Claimant lines.

a. Adjustment of PRD. To minimize personnel turbulence and improve stability for the duration of a deployment, overhaul, or special mission, and to provide the distribution system time to resolve a specific manning deficiency, the adjustment of PRD is an appropriate management action. EPMAC will screen PRDs of personnel onboard, and where applicable, recommend PRD adjustment(s) of minus three months for early transfer and/or plus four months to retain a member onboard present command. Such proposals must be approved by the MCAs.

b. Divert of Prospective Gain. Review prospective gains for diversion to resolve manning deficiency. The old and new destination of personnel diverted will generally be the same type duty, (e.g., sea to sea, or shore to shore) and in the same homeport or geographic location. If the proposed Order Modification (ORDMOD) results in a change of geographic location, the member's current unit will be contacted by EPMAC to determine if the ORDMOD will impose an undue hardship on the command and/or service member. If the divert action crosses MCA lines, concurrence of the losing MCA must be obtained.

c. Lateral PCS Transfer (Cross Deck)/COMPTOUR. When a significant mission capability of a command is degraded or other significant manning issue develops, and there are no prospective gains that can be diverted to solve that manning deficiency, EPMAC will:

(1) Screen activities in the AOR to identify personnel onboard in excess of the lower of BA or NMP and submit a Cross-deck/COMPTOUR recommendation to the TYCOM and/or MCA.

(2) Cross decks/COMPTOURS will be affected only within the same type duty, i.e., sea to sea or shore to shore. An effort will be made to effect cross decks/COMPTOUR within the same TYCOM, homeport or geographic location. When a Crossdeck or COMPTOUR is required from outside the same geographic area (cost orders), the FLTFORCOM or NAVPERSCOM MCA will liaison with the Pers-40 detailer to ensure such transfer can be supported/funded. If the proposed action crosses MCA lines, concurrence of the losing MCA must be obtained.

(3) Deployment schedules for both commands will be reviewed to prevent back-to-back deployments for individuals. No action will be taken which will impose consecutive deployments or otherwise violate PERSTEMPO, unless the individual is a volunteer. In accordance with MILPERSMAN 1306-101, an individual shall have a nominal six-month non-deployed period following a six-month deployment. However, because of the nature of SSBN operations, a minimum of 30 days in an off-crew status between patrols is required for personnel cross-decked from one SSBN to another and six months between deployments for SSNs.

d. Temporary Additional Duty. TEMADD assistance is a short-term additional duty assignment (179 days maximum) directed and executed by Type Commanders/Major Manpower Claimants as authorized by FLTFORCOM/NAVPERSCOM. The cost of TAD will normally be incurred by the gaining command.

(1) TEMADD assistance will be utilized only as an interim measure to fill critical manning deficiencies until resolution

can be accomplished through normal Assignment Control Authority action, diversion of prospective gain, or lateral PCS transfer.

(2) EPMAC may be required to identify units best able to provide TEMADD assistance and to coordinate TEMADD recommendations to appropriate TYCOM(s)/Major Manpower Claimants.

(3) TEMADD assistance should come from units in the same locality or geographic location and shall not violate PERSTEMPO, unless the member is a volunteer.

(4) TEMADD will not normally reduce manning in the providing activity below NMP during the period of TEMADD. When there are no volunteers or activities with manning excess to NMP, the TYCOM/Major Manpower Claimant will recommend TEMADD tasking from the unit best able to provide.

(5) The MCA will be kept informed of all TEMADD tasking and actions to find a permanent solution to the deficiency.

e. Limited Duty Assist. Where medically appropriate and based on availability, LIMDU assets may be requested by a shore command to cover short-term or other special personnel requirements. The command may contact EPMAC's Transients, Patients, Prisoners and Holdes (TPPH) Department for inclusion in the list of commands requesting LIMDU assistance.

8. Operational Holds. OPHOLD is a personnel action that should be reserved for extraordinary circumstances and should not be used routinely during peacetime. OPHOLDS can significantly disrupt the lives of personnel, and the efficiency of the personnel distribution system. A Commanding Officer's authority of OPHOLD under the provisions of the MILPERSMAN exists because he/she is ultimately responsible for the safety of his/her command and its crew. OPHOLD reports shall be sent by message, in accordance with the MILPERSMAN 1306-120, to EPMAC info the unit ISIC, TYCOM, FFC, MCA and member's new command (if under orders). EPMAC and the appropriate TYCOM will review all OPHOLD requests for correctness and alternatives, and submit comments/recommendations to FLTFORCOM. If an OPHOLD is on a Sailor with PCS orders to a MCAB command, MCAL will liaison with MCAB. Based on FLTFORCOM direction, EPMAC will notify the command of final action on the OPHOLD request by message.

9. Management of Excess Manning to BA/NMP. Redistribution of personnel for purposes of "leveling" creates turbulence, increases PCS costs, and is detrimental to morale and unit cohesiveness. Therefore, the reassignment of excess personnel will not be undertaken solely to achieve parity among activities. However, personnel shortages and good human resource management

often preclude maintaining or assigning personnel in excess of billets authorized or NMP while shortages exist in other activities. To effect the best utilization of excess/projected excess personnel within these opposing constraints, the following manning policies will govern the management of personnel in excess of billets authorized or NMP. Recommendations for diverts or cross-decks/COMPTOURS under this paragraph will be processed as outlined in paragraph 7 above.

a. Prospective gains will be considered for diversion to other activities, and personnel in excess to billets authorized (P9 BA) or P9 NMP will be considered for Crossdeck/COMPTOUR to other activities to satisfy critical unit readiness deficiencies or leadership shortfalls. Such sea unit readiness deficiencies are generally defined as a shortage to P9 NMP in deploying or "surge" units. Most shore duty prospective gains who are projected to be in excess will be diverted based on MCA direction. Consideration will be given to valid detailer guarantees and awareness of hardship on an individual.

b. For personnel projected to be in excess of billets authorized at P9 (or P9 NMP), the unit manning profile must be examined to ensure that a proposed action does not result in a manning shortfall in the near term either by leadership, rating or by NEC. Personnel in compressed ratings will not normally be approved for Crossdeck unless all other branches of the rating are fully manned, (e.g., a GS would not be considered for transfer unless the GS, GSM, and GSE requirements and accompanying NECs are fully manned.)

c. Personnel in excess of P9 billets authorized/NMP may be considered for reassignment per the following criteria:

(1) Personnel should have at least one-year service remaining in present composite (sea or shore).

(2) Transfer can be affected at no cost within the same geographic area and type duty using a valid requisition.

(3) PERSTEMPO restrictions described in paragraph 7 above apply.

(4) Units will be requested to nominate an individual in the rate and rating in excess. Volunteers should be solicited. All facets of individual cases should be considered in reaching a reasonable decision based on good judgment and common sense. For example, if the foregoing "gates" are met and the movement is across the pier or hangar to another ship or squadron, good management dictates the move should probably be approved. Conversely, when good personnel management action conflicts with

substantial personal turbulence or family turmoil, the move would not be approved. Conflicts between TYCOMs/Major Manpower Claimants and/or EPMAC will be referred to the MCA for resolution.

10. New Construction/Aircraft Transition

a. Surface and Submarines. Manning of new construction ships is accomplished by the Sea Special Programs Assignment Branch (Pers-409) and Nuclear Power/Submarine Assignment Branch (Pers-403) in accordance with Chief of Naval Operations (CNO) manning directives. FLTFORCOM will direct NMP for new construction ships and submarines on a case-by-case basis. New construction directed manning will be terminated nine months prior to commissioning.

b. Aviation. Manning of new construction aviation squadrons or squadrons undergoing aircraft transition is accomplished by NAVPERSCOM (Pers-404) in accordance with CNO manning directives. New construction squadrons shall be manned to NMP in rate, rating, and NEC, unless specifically directed by FFC. Liaison between FFC, the TYCOM, and EPMAC shall be maintained to ensure manning is in accordance with CNO phasing plan within authorized NMP. Application of NMP will be directed by FLTFORCOM on an individual case basis.

(1) Personnel Stability. To afford maximum stability, all members assigned to a new construction ship/squadron or a squadron transitioning to another type aircraft, are not normally eligible for transfer until completion of 24 months on board after commissioning or delivery of aircraft. Where personnel are onboard in excess of both rating and NEC authorized, FFC will consider requests for early transfer to fill urgent manning deficiencies in other units. Such transfers will be coordinated with FFC and the appropriate TYCOM.

11. Activities scheduled for Deactivation, Change of Homeport or Transfer from Active to Naval Reserve Force

a. Decommissioning/Deactivation/Dis-establishment. The reassignment or separation of personnel assigned to activities scheduled for decommissioning, deactivation, disestablishment, or any other type of phasing out/closing down of a sea or shore based activity will be administered per reference (a). Manning to accomplish any remaining operational requirements will be as directed by the MCA.

b. Upon announcement by CNO that an activity is scheduled for decommissioning/deactivation/disestablishment, EPMAC, in

conjunction with NAVPERSCOM and the TYCOM/Major Manpower Claimant, will schedule a manning conference to determine final disposition of the activity's crew/staff. EPMAC will attend conferences as the MCA representative.

c. EPMAC will inform FLTFORCOM/NAVPERSCOM of any action by NAVMAC to remove BA from an activity as part of the decommissioning/ deactivation/disestablishment process. The MCA will notify the TYCOM/Major Manpower Claimant and normally direct removal of NMP nine months before the unit's scheduled deactivation/decommissioning date.

d. Change of Homeport. Activities scheduled for change of homeport will be administered per MILPERSMAN 1306-1800. Due to sensitivity of some overseas homeports, official announcements may be late with regard to distribution actions.

e. Transfer to Naval Reserve Force (NRF). EPMAC, in conjunction with the TYCOM, COMNAVRESFOR and the unit will develop a plan for transition from USN to NRF status. A projected loss month will be established for each USN member identified to be in excess of NRF NMP to provide adequate manning throughout the transition period. Reassignment of USN personnel will be in accordance with MILPERSMAN 1306-1800.

12. Reassignment of Personnel Disqualified from Submarine Duty by Reason of Drug/Alcohol Abuse. Personnel disqualified from submarine duty due to drug/alcohol abuse shall be assigned to another activity within the submarine community. Personnel will not be assigned to shore duty unless eligible.

13. Reassignment of Personnel Disqualified from Surface Nuclear Ships by Reason of Drug/Alcohol Abuse. Every effort will be made to assign personnel disqualified from duty in surface nuclear units due to drug/alcohol abuse to another surface unit within the same TYCOM unless Administrative Separation (ADSEP) is indicated. Personnel not recommended for retention should remain aboard parent command until ADSEP processing has been initiated, then reassigned TEMDU to a Transit Personnel Unit/NAVSTA pending NAVPERSCOM approval.

14. Manning of Ships in Overhaul

a. Special manning considerations are given to ships in overhaul. Requisitions with take-up months of P6 - P9 normally fall below deployers and will be prioritized in consonance with FLTFORCOM's established requisition priority procedure.

b. Commander Naval Sea Systems Command provides a Ship Overhaul Modernization Manning and Training Information Program

(SOMMTIP) report highlighting manning changes and training requirements generated by newly installed/modified equipment. TYCOMs will monitor recommended BA/NEC changes to ensure timely manpower changes are submitted by unit. NMP will also be reviewed to determine if a special NMP is required pending application of a BA change.

c. Upon receipt of a SOMMTIP, EPMAC will review requirements for training resulting from new equipment installation and coordinate with the unit to identify personnel onboard to attend the appropriate school on a TAD basis. DNEC action should be initiated to eliminate NEC requisitions for old NECs, as appropriate. When the unit does not have qualified personnel to attend required training, EPMAC will coordinate with detailer to fill NEC training requirements. All personnel with required training should be onboard as recommended in the SOMMTIP not later than completion of overhaul. Where personnel necessary to support new installations are not onboard prior to overhaul completion, advise FLTFORCOM and appropriate TYCOM via email of circumstances and when trained personnel will arrive.

d. Manning increases for submarines (SSNs/SSBNs undergoing overhaul and SSNs undergoing Depot Modernization Period (DMP)) shall be in accordance with COMNAVSUBFORINST 1306.1. The number, rating, and pay grade of personnel available for overhaul/DMP will vary depending on availability of assets. The increases will be assigned for a period commencing six months prior to the scheduled start and terminate at scheduled completion of overhaul/DMP.

15. Additional Requisition (ADREQ). ADREQ is a manually generated requisition for a rating/closed-loop NEC in an activity where an additional requirement exists. ADREQs result in manning excesses to P9 NMP and contribute to inefficient distribution of resources (Sailors) within units and geographic areas. Therefore, ADREQs will not normally be approved unless unique circumstances dictate the assignment of personnel in excess of NMP. The MCA is the approval authority for all ADREQs for E5 and above. EPMAC is authorized to approve ADREQs for E4 and below. Requests for ADREQs will be submitted via WEPP.

16. Paygrade Substitution. Pay Grade Substitution (PAYSUB) is defined as the assignment of personnel in a pay grade not equal to the requisition pay grade. PAYSUB may occur automatically in the establishment of NMP (allocation of projected inventory) and again in the development of activity requisitions (measuring onboard personnel against NMP). Further PAYSUBs in the detailing process may result in a deviation of three or more pay grades from billet pay grade. This can result in degradation in the experience level of a particular rating or NEC, particularly

within the supervisory ranks. Requests for PAYSUB for an E6 or below to fill an E-7 will be submitted via WEPP. All other PAYSUBs will be authorized by EPMAC. Where a PAYSUB is authorized, personnel will not be distributed at the higher/lower pay grade, without specific MCA approval.

17. Distribution Rate Assignment (D-Rating). D-rating, also referred to as D-RATE, is defined as the assignment of personnel in a "distribution rating" that is not the same as the actual or prospective rating, e.g., assigning a Personnelman to a Yeoman billet. D-rating results in inventory inaccuracy and leads to false projections. Accordingly, D-rating will normally be authorized only after all other avenues have been exhausted and only with authorization from the MCA via WEPP.

18. Assignment of Limited Duty Personnel. Limited duty personnel will be assigned per MILPERSMAN 1306-1204 and the following guidelines:

a. MILPERSMAN 1306-1204 requires that limited duty personnel be assigned to activities with a valid requisition for the individual assigned. To minimize impact of short-term personnel assignments while retaining the flexibility to accommodate the assignment of relatively large numbers of limited duty personnel, the guidelines in the following matrix will apply:

Limited Duty Personnel Assignment Matrix

<u>Number of billets authorized in the individual's rating</u>	<u>Number of LIMDUs that may be assigned</u>
1 - 5	1
6 - 10	2
11 - 15	3
16 - 20	4
20 or more	20%

The total number of limited duty personnel assigned to an activity will not exceed 15 percent of the unit's total billets authorized using POB3 as the baseline.

b. The number of limited duty personnel available in a major homeport area may exceed numbers that can be assigned within the above guidelines. In such cases, the MCA may authorize assignment of excess limited duty personnel. Assignment of Limited Duty personnel to units with primary mission of Mobile Training Team (MTT) must be approved by FFC prior to detailing.

in reference (a). Commanding Officers may, with the approval of the TYCOM, separate members within five days of deployment when there would be insufficient time to return the member to CONUS from the first overseas port-of-call to complete separation processing by the member's expiration of active obligated service (EAOS).

e. Berthing Constraints. As the MCA's representative, EPMAC is responsible for the proper qualitative and quantitative manning of commands and for ensuring that assigned personnel do not exceed the unit's berthing capability during deployment. While manning levels can be determined by EPMAC, changes to the berthing configuration of individual units cannot be determined. To ensure berthing capacity is not exceeded, the most current berthing capability will be included in the PERSMAR. In addition, units configured for women will submit requests for bunk changes to the TYCOM. Upon TYCOM approval, the information will be forwarded to EPMAC (Code 46) for entry into the personnel system. Timely, advance liaison with embarking staffs and unit commanders is essential to provide up-to-date berthing information prior to deployment. For the purposes of berthing capacity reporting, the following definitions will be used:

(1) Bunking Accommodations. Total installed bunks, categorized as Officer, Male and Female CPO, Male E1-E6, and Female E1-E6. Only ships, which are flag and/or troop configured, will report a separate number of installed bunks for staff/troops. CV/CVNs will report air wing accommodations. All others will report ship's company only. Amphibious units will not report surge capacity in troop accommodations.

(2) Bunking Utilization. Ships will report anticipated use of bunks by crew, LAMPS/VERTREP Detachment, DESRON/CVN Staff, CT Augment, EOD Detachment, embarked civilians, etc., for each category of installed bunks. The total of the utilization plan must not exceed the total of ship's installed bunks. Constant monitoring of personnel documents and early identification of personnel excesses are necessary. When planning personnel actions to resolve potential berthing problems, ensure that recommended actions would not degrade readiness status to an unacceptable level. Upon receipt of the PERSMAR report, EPMAC will recommend to the appropriate TYCOM/MCA, corrective actions to relieve berthing constraints. These recommendations may include reduction of NMP to match Billets Authorized (BA), early rotation of personnel with less than six months remaining on Prescribed Sea/Shore Tour (PST), diversion of prospective gains (PGs) to other units, and lateral transfer of personnel. NEC skills will be considered prior to initiation of any divert/lateral transfer recommendations. In all cases where NMP is reduced by the MCA due to bunking constraints, all

requisitions for that unit will be annotated with a detailing remark to ensure personnel report on board not earlier than a specific take-up month for the duration of deployment.

25. The PERSMAR System. The PERSMAR provides a format for a standardized command personnel management action plan. It also formalizes the lines of communication between EPMAC, COMNAVPERSCOM, TYCOMs and MCAL for the orderly exchange of information. This exchange of enlisted personnel manning information takes the form of a series of reports starting with EPMAC's pre-deployment "EDVR scrub" message to units 30 to 60 days before their initial PERSMAR report date. Units will include actions being taken to resolve discrepancies and recommendations from the EDVR review in their initial report. PERSMAR reports will be submitted eight and two months prior to when a unit is scheduled to obtain surge status. For the purpose of PERSMAR reporting, surge status is obtained when the unit successfully completes their final battle problem during COMPUTEX. This generally correlates to the previous timeline submission of 12 and 6 months prior to deployment. The reports will advise all concerned of the progress in the command's personnel management action plan enabling EPMAC to take the appropriate action to resolve deployment manning deficiencies.

a. EPMAC Pre-Deployment EDVR review:

(1) To assist units with the preparation of their initial PERSMAR report, EPMAC will review unit manning and conduct a pre-deployment EDVR review for each deploying command. The EDVR review will be conducted 10 months prior to obtaining surge status. This generally correlates to the previous timeline of 14 months prior to deployment. EDVR review will identify:

(a) Personnel with expired End of Active Obligated Service.

(b) Personnel in an expired PG or expired projected loss (PL) status.

(c) Personnel who appear to have an incorrect PRD based on sea duty commencement date and prescribed sea tour.

(d) Personnel with Distribution Rating (D-Rating) that differs from their actual rating (A-Rating).

(e) Personnel embarked in ships in excess of 180 days.

(f) Personnel who are DNEC'd and do not hold the NEC.

(g) Personnel who have an NEC in their inventory and are not DNEC'd to valid NEC requirements on board.

(h) Personnel being considered for "flag" to fill gaps in leadership and readiness manning shortfalls for the deployment. The

flag alerts the detailer not to issue orders on the individual until a contact relief is available.

b. CSG/ESG Workshop. FLTFORCOM, in concert with EPMAC, will initiate a CSG/ESG Deployment Manning POA&M message to all "deployers" to include a guide for planning and addressing command personnel manning issues and information regarding the CSG/ESG Manning Workshop. The Manning Workshop will be hosted by EPMAC 8-9 months before the CSG/ESG units' projected date of attaining surge status. EPMAC will coordinate with the CSG and ESG Commanders to arrange a suitable time/place and announce the workshop by message to all concerned.

c. Initial PERSMAR Report. Eight months prior to obtaining surge status as defined in paragraph 24 above, units will submit an initial PERSMAR report using the form shown in the example in enclosure (1). Units shall accomplish the following actions:

(1) Review the EPMAC pre-deployment "EDVR scrub" message and take appropriate action to update personnel and manning information on the EDVR. Consider manning actions recommended by the EPMAC Placement Coordinator to stabilize manning and help alleviate NEC shortfalls.

(2) Assignment of personnel with correct skills to support permanently installed equipment depends on the deploying unit's EDVR reflecting correct NECs. Review the most recent EDVR to ensure billets authorized and NECs listed properly reflect requirements to maintain and operate equipment actually installed. Activity Manpower Document (AMD) change requests must be submitted in accordance with the provisions of reference (b) to revise personnel requirements and/or NEC skills resulting from changes in the unit's equipment, armaments, or weapons systems. Failure of the command to take timely corrective measures will result in the unit either not receiving appropriately trained individuals or gaining personnel with NECs or skills that could best be utilized elsewhere.

(3) Ensure maximum resolution of NEC manning problems through the use of returnable school quotas. If a unit is manned at or above NMP in ratings where NEC deficiencies occur, a

rating/NEC requisition WILL NOT be generated in the Enlisted Personnel Requisition System. In this situation, a unit is normally expected to "grow their own" through TEMADD under instruction and/or on-the-job training. Report NEC manning shortfalls in paragraph 5 of the initial PERSMAR.

(4) Conduct timely, proper, and accurate validation of the EDVR. Manning and assignment decisions are based upon information contained in the EDVR. It is extremely important that each activity keep its account up-to-date and accurate by reporting personnel events as they occur and correcting errors when identified. Review the EDVR per reference (a) to ensure:

(a) Action has been taken to rectify all expired PLs, PGs, and EAOS dates contained in sections 1, 2, and 3 of the EDVR.

(b) The EDVR reflects DNEC and NEC codes for which members are qualified as a result of either a formal course of instruction, on-the-job training, or factory training. Reconcile and validate all NECs held by both on board personnel and PGs per reference (d) and the clarification below. Preparatory to this action, a review should be conducted of the Introductory Section of reference (d) to gain a better understanding of the NEC structure and actions required to ensure that billets and personnel are accurately identified with appropriate NEC codes. DNEC, Primary Navy Enlisted Classification (PNEC), and Secondary Navy Enlisted Classification (SNEC) terminology and how each is assigned are discussed below and should be referred to when assessing skill shortages and training requirements. The misapplication of these designators can distort actual skill manning readiness and produce unreliable personnel/NEC information in the PERSMAR reporting structure. The following comments are applicable in assessing unit skill shortages and training requirements:

1. DNEC is an enlisted management tool that identifies an individual assigned to a command to fill a specific NEC requirement.

2. NECs are skills earned by personnel per the requirements established in reference (d).

3. The DNEC designation conforms to NEC billet authorizations reflected in the unit's AMD. An exception may occur where new equipment has been/will be installed but the NEC(s) are not yet reflected in the AMD.

4. A DNEC assignment does not always mean that a member actually possesses the NEC. A DNEC (DNEC1/DNEC2)

identifies a NEC authorization an individual is filling in one of the following conditions:

a. NEC has been previously awarded to a member prior to transfer.

b. NEC will be obtained via training en route to the gaining command.

c. A component skill code of an authorized principle NEC was assigned.

d. A member onboard, who has been granted a returnable (TEMADD) quota and will attend the NEC producing school.

(c) Reenlistment intentions of all career designated individuals (personnel in pay grades E4 and above who have completed their first enlistment and have either reenlisted or executed an extension of enlistment), whose EAOS falls within the next 10 months will be ascertained, and if appropriate, PRD changes will be submitted to EPMAC for those not electing to reenlist onboard.

(d) Any known or anticipated losses not reflected in the EDVR must be identified and proper DMRS submitted without delay.

(e) Review all PRDs to ensure they coincide with the PST or EAOS. Review PRDs of functionally related Senior Petty Officers and Departmental Petty Officers to ensure PRDs are phased over a substantial time period. Submit PRD change requests to EPMAC where PRDs require adjustment to provide continuity of leadership. Procedures for adjusting PRDs to stagger projected losses are discussed in paragraph 23.c. above.

(5) Maintain an aggressive unit retention program aimed at the reenlistment or extension of enlistment to complete deployment for those with near-term EAOS dates. Article 1160-040 of reference (a) contains information regarding extension of enlistment to complete deployments.

d. EPMAC will initiate actions as necessary to ensure optimum manning of the unit and provide a message response within 15 working days of receipt of unit initial PERSMAR reports, 21 working days for CV/CVNs. Such response will cover actions planned or taken and other comments as appropriate and be in essentially the same format as the initial report.

e. PERSMAR SITREP. Two months prior to obtaining surge status, a "PERSMAR SITREP" will be prepared in a message format similar to that contained in enclosure (2). The command will identify and report personnel shortages below NMP by rate, rating, or NEC that are critical and/or essential for deployment and identify personnel being considered for an OPHOLD in accordance with the procedures contained in reference (a). OPHOLD intentions addressed in the PERSMAR alerts EPMAC that the situation is critical and must be resolved. To execute the actual OPHOLD, commands are required to submit a message per reference (a). Upon evaluation of this PERSMAR and liaison with COMNAVPERSCOM, EPMAC will provide a response within 15 working days (21 for CV/CVN's) of receipt that will identify personnel and/or estimated fill dates for essential shortages and such other comments as appropriate.

f. Unplanned Losses. Essential losses occurring after submission of the "PERSMAR SITREP" and any time prior to deployment or during surge/sustainment phase, are to be submitted per reference (a). This manning inquiry message should include the Date Time Group (DTG) of "PERSMAR SITREP" and an assessment of impact. The manning inquiry message alerts the chain of command that a loss has occurred but will not generate a requisition until the loss is reported by DMRS and the database is updated (see paragraph 20 above).

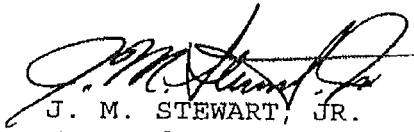
g. Sea Operational Detachments (SEAOPDETs). PERSMARs will be submitted within the first ten days of each quarter. The format for this special PERSMAR report is contained in enclosure (3).

h. HC/HM/HSL/VQ/VPU/VANOPDET Squadrons. PERSMARs will be submitted semiannually, within the first ten days of the reporting period. The format for this special PERSMAR report is contained in enclosure (4). Each detachment whose deployment commencement date is within 12 months will be reported. Forward-deployed detachments that support Forward Deployed Naval Force (FDNF) ships will be identified in the parent squadron's PERSMAR.

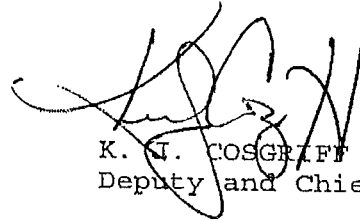
26. Classification. PERSMAR transmissions will be of routine precedence and unclassified. If there is classified information, submit a separate message containing only the classified data.

COMFLTFORCOM/COMNAVPERSCOM INST 1300.1

27. Report Symbol. FLTFORCOM Report Control Symbol 1306-1 is assigned to the PERSMAR. This report is approved for three years from the date of this instruction.



J. M. STEWART, JR.
Commander, Navy Personnel Command



K. T. COSGRIFT
Deputy and Chief of Staff

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FORMAT FOR PERSMAR INITIAL REPORT

(To be submitted 8 months prior to obtaining surge status)

FM: USS DEPLOYER
 TO: EPMAC NEW ORLEANS LA//41// (for ships)
 EPMAC NEW ORLEANS LA//43// (for squadrons and CV/CVNs))
 INFO: COMFLTFORCOM NORFOLK VA//N1/N14//
 COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)

APPROPRIATE TYPE COMMANDER//
 ISIC//
 APPROPRIATE TYPE WING COMMANDER// (for aviation squadrons)
 APPROPRIATE CVW COMMANDER// (for aviation squadrons)
 COMNAVPERSCOM MILLINGTON TN//PERS 40//

UNCLAS //N01306//
 MSGID/GENADMIN/USS DEPLOYER//
 SUBJ/PERSMAR INITIAL REPORT (UIC 99999) COMFLTFORCOM-COMNAVPERSCOM
 RCS 1306-1 (CFFC CODE N14) (PERS 40)//
 REF/A/DOC/CFFC-NPCINT/DATE//
 REF/B/MSG/EPMAC NEW ORLEANS LA 000000Z00/-/NOTAL//
 NARR/REF A IS COMFLTFORCOM/NPCINST 1300.____/REF B IS EPMAC PRE-
 DEPLOYMENT EDVR REVIEW//
 RMKS/1. THIS UNIT IS SCHEDULED TO OBTAIN SURGE STATUS (state
 month/year).

2. PER REFS A AND B, COMMAND EDVR HAS BEEN REVIEWED AND THE
 FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTION CONCERNING EXPIRED EAOS, PG'S, AND PL'S
 FOR FOLLOWING PERSONNEL COMPLETED IAW REF B:

RATE	NAME	SSN	LTR DATE/MSG DTG
------	------	-----	------------------

B. FOLLOWING CAREER DESIGNATED PERSONNEL HAVE INDICATED THEIR
 INTENTION NOT TO REENLIST ON BOARD. REQUEST PRD ADJUSTMENT AS
 INDICATED FOR FOLLOWING PERSONNEL:

RATE	NAME	SSN	CURR PRD	EAOS	REV PRD
------	------	-----	----------	------	---------

C. FOLLOWING NON-CAREER PERSONNEL WITH EAOS WITHIN TWO MONTHS
 PRIOR AND TWO MONTHS AFTER DEPLOYMENT DATE HAVE BEEN INTERVIEWED WITH
 FOLLOWING RESULTS:

RATE	NAME	SSN	INTENTIONS*
------	------	-----	-------------

* SEPROS/Undecided/REEN for orders/REEN remain ONBD/Extend for
 deployment.

Enclosure (1)

D. FOLLOWING PERSONNEL IN RECEIPT OF FLTRES AUTHORIZATION AND/OR SELECTED FOR OFFICER PROMOTION WITH TRANSFER/PROMOTION DATE AS INDICATED:

RATE	NAME	SSN	FLTRES/PROMOTION DATE
------	------	-----	-----------------------

E. FOLLOWING PERSONNEL HAVE PRD'S LESS THAN THEIR PRESCRIBED SEA TOURS. PRD CHG REQ SUBMITTED TO EPMAC BY MSG OR EMAIL WITH INFO COPY TO COMNAVPERSCOM:

RATE	NAME	SSN	FM TO	SDCD	REASON (e.g., coincide with PST/EA0S)
------	------	-----	-------	------	---

F. FOLLOWING PERSONNEL HAVE BEEN IDENTIFIED IN REF B AS HAVING INCORRECT PRD, BUT ARE NOT RECOMMENDED FOR PRD ADJUSTMENT FOR REASON INDICATED:

RATE	NAME	SSN	CURR PRD	REASON FOR NO CHANGE
------	------	-----	----------	----------------------

G. FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. EPMAC 1221 HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph I.)

RATE	NAME	SSN	NEC	GRAD/OJT DATE	DATE 1221/1 MAILED
------	------	-----	-----	------------------	-----------------------

H. FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. AN EPMAC 1221 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph I.)

RATE	NAME	SSN	CURR DNEC	RECOMD DNEC
------	------	-----	-----------	-------------

I. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST CHANGE THE DNEC AS INDICATED BELOW:

RATE	NAME	SSN	DNEC	RECOMD PNEC/SNEC
------	------	-----	------	------------------

J. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED A DNEC BUT ARE NOT QUALIFIED FOR REASON(S) INDICATED. EPMAC 1221/2 SUBMITTED:

RATE	NAME	SSN	DNEC	REASON FOR REMOVAL
------	------	-----	------	--------------------

3. FOLLOWING EQUIPMENT HAS BEEN INSTALLED/REMOVED DURING PAST 12 MONTHS (OR WILL BE INSTALLED/REMOVED PRIOR TO DEPLOYMENT) WHICH RESULTS IN NEC REQUIREMENT CHANGES:

SYSTEM	STATUS	PERMANENT/ TEMPORARY	NEC RQMT (Example)	MPA CHANGE SUBMITTED	DATE OF SUBMISSION
NC-2	Deleted	P	2345	Yes	Jun 91
JOTS	Added	T	Factory	No	N/A

4. ACTION PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	SSN	NEC	EXPECTED COMPL DATE
------	------	-----	-----	---------------------

5. CONTINGENT UPON THOSE PERSONNEL LISTED PARA 4 SUCCESSFULLY COMPLETING COI/OJT, FOLLOWING NEC(S) REMAIN DEFICIENT (Listed in order of criticality):

6. FOLLOWING PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

RATE	NAME	SSN	DATE LTR MAILED/DATE OF MSG
------	------	-----	-----------------------------

7. REQUEST APPLY LEADERSHIP FLAGS TO PERSONNEL ADDRESSED IN REF B EXCEPT FOR FOLLOWING PERSONNEL:

RATE/NAME	SSN	REASON FOR NON-FLAG/REMARKS
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8. BERTHING

A. TOTAL INSTALLED BUNKS

	OFF	MALE CPO	FEMALE CPO	MALE E1-E6	FEMALE E1-E6	TOTAL E1-E9
SHIP'S COMPANY	_____	_____	_____	_____	_____	_____
EMBARKED STAFF/ TROOPS	_____	_____	_____	_____	_____	_____
AIR WING	_____	_____	_____	_____	_____	_____

NOTE: Figures provided above will reflect total Officer/Enlisted berthing capacity of the unit. CV/CVNs will report ship's company, embarked staff and total AIR WING berthing capacity.

B. BUNKING UTILIZATION

	OFF	MALE CPO	FEMALE CPO	MALE E1-E6	FEMALE E1-E6	TOTAL E1-E9
SHIP'S COMPANY	_____	_____	_____	_____	_____	_____
DESRON	_____	_____	_____	_____	_____	_____
CIVILIAN	_____	_____	_____	_____	_____	_____
SEAOPDET	_____	_____	_____	_____	_____	_____
ETC. **	_____	_____	_____	_____	_____	_____
TOTAL SHIP'S COMPLEMENT	_____	_____	_____	_____	_____	_____

** All other embarked DETs berthed in ship's company bunks.

AIR WING (List CVW staff and all embarked squadrons (example):

CVW STAFF	_____	_____	_____	_____	_____	_____
VFA XX	_____	_____	_____	_____	_____	_____
VF XX	_____	_____	_____	_____	_____	_____
ETC.	_____	_____	_____	_____	_____	_____
TOTAL AIR WING	_____	_____	_____	_____	_____	_____
TOTAL BERTHING	_____	_____	_____	_____	_____	_____

NOTE: Figures provided above should reflect anticipated use of installed bunks reported in paragraph 8a above. The total of the utilization plan must not exceed the total of ship's company installed bunks.

9. COMMENTS: (Include anticipated special detachment embarkations, numbers of personnel involved, and to what extent embarkation may impact ship's force berthing capability, if appropriate.)

FORMAT FOR PERSMAR SITREP

(To be submitted 2 months prior to obtaining surge status)

FM: USS DEPLOYER
 TO: EPMAC NEW ORLEANS LA//41// (for ships)
 EPMAC NEW ORLEANS LA//43// (for squadrons and CV/CVNs)

INFO: COMFLTFORCOM NORFOLK VA//N1/N14//
 COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)
 APPROPRIATE TYPE COMMANDER//
 ISIC//
 APPROPRIATE TYPE WING COMMANDER// (for aviation squadrons)
 APPROPRIATE CVW COMMAND// (for aviation squadrons)
 COMNAVPERSCOM MILLINGTON TN//PERS 40//

UNCLAS //N01306//
 MSGID/GENADMIN/USS DEPLOYER//
 SUBJ/PERSMAR SITREP (UIC 99999) COMFLTFORCOM-COMNAVPERSCOM RCS 1306-1
 (CFFC CODE N14) (PERS 40)
 REF/A/DOC/CLF-CPF/DATED//
 REF/B/SER NR AND DATE OF PERSMAR INITIAL REPORT//
 NARR/REF A IS COMFLTFORCOM/NPCINST 1300. . REF B IS (insert unit
 title and message DTG)
 RMKS/1. PER REF A, THE FOLLOWING REPORT IS SUBMITTED TO REFLECT AN
 UPDATE OF COMMAND PERSONNEL MANAGEMENT ACTION PLAN SINCE SUBMISSION
 OF REF B: (NOTE 1)

A. SUMMARY OF SIGNIFICANT MANNING CHANGES:

B. STATUS OF ACTIONS TO ALLEVIATE NEC SHORTAGES THROUGH COI/OJT:

RATE	NAME	SSN	NEC	ANTICIPATED COMPL DATE
------	------	-----	-----	------------------------

C. STATUS OF ACTUAL (PRIMARY/SECONDARY) NEC CHANGE
 RECOMMENDATIONS (EPMAC 1221/2):

RATE	NAME	SSN	NEC	GRAD/OJT DATE	DATE 1221/2 MAILED
------	------	-----	-----	------------------	-----------------------

D. FOLLOWING ADDITIONAL PERSONNEL HAVE BEEN IDENTIFIED WITH
 INCORRECT DNEC. REQUEST APPLY THE DNEC INDICATED TO FOLLOWING
 PERSONNEL:

RATE	NAME	SSN	CURR DNEC	RECOMD DNEC
------	------	-----	--------------	----------------

E. FOLLOWING ADDITIONAL PERSONNEL HAVE BEEN IDENTIFIED WITH
 INCORRECT PRD:

RATE	NAME	SSN	FM	TO	REASON*
------	------	-----	----	----	---------

*E.G. in order to coincide with PST/EAOS.

Enclosure (2)

F. FOLLOWING ADDITIONAL PERSONNEL ARE BEING PROCESSED FOR ADMIN SEPARATION:

RATE	NAME	SSN	DATE LTR MAILED/DTG OF MSG
------	------	-----	----------------------------

G. SUMMARY OF OPHOLD INTENTIONS:

H. STATUS OF NEAR-TERM EAOS PERSONNEL: (changes only)

I. STATUS OF PROGRAMMED GAINS/LOSSES: (changes only)

J. FOLLOWING REQUIREMENTS ARE CONSIDERED ESSENTIAL AND NEED ASSISTANCE:

K. ADDITIONAL COMMENTS.

2. BERTHING CAPABILITY: (Include updated information on possible berthing problems which may develop, as well as numbers of bunks which will be added, if any, to accommodate assigned personnel.)

NOTE 1: The status of each action listed in initial report must be included.

FORMAT FOR SEAOPDET PERSMAR REPORT

(to be submitted quarterly by the NAS AIMD)

FM: NAS //JJJ//

TO: EPMAC NEW ORLEANS LA//43//

INFO: (COMPACFLT PEARL HARBOR HI//N1/N13//

or

COMFLTFORCOM NORFOLK VA//N1/N14//

APPROPRIATE TYPE COMMANDER

COMNAVPERSCOM MILLINGTON TN//PERS 40//

APPROPRIATE ISIC//JJJ//

APPROPRIATE CV/CVN'S

APPROPRIATE CVW'S

UNCLAS //N01306//

MSGID/GENADMIN/NAS

11

SUBJ/SEAOPDET PERSMAR (UIC 99999) COMPACFLT-COMFLTFORCOM TCS 1306-1

(CPF CODE N13) (CLF CODE N14) (CNAP CODE N63) CNAL CODE N15/53) (PERS
40)

REF/A/DOC/CLF-CPF/DATED//

REF/B/DOC/EPMAC/22APR99//

NARR/REF A IS COMFLTFORCOM/NPCINST1300.. REF B IS EDVRMAN.

RMKS/1. THIS UNIT HAS DETACHMENTS SCHEDULED FOR EXTENDED DEPLOYMENTS OVER THE NEXT 12 MONTHS AS FOLLOWS:

CV / CVN

MONTH/YR OF DEPLOYMENT

2. PER REFS A AND B THE SEAOPDET EDVR HAS BEEN REVIEWED AND THE FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTION CONCERNING EXPIRED EAOS, PG'S, AND PL'S
FOR FOLLOWING PERSONNEL COMPLETED IAW REF B:

RATE	NAME	SSN	CV/CVN	DET	LTR DATE/MSG DATE
------	------	-----	--------	-----	-------------------

B. FOLLOWING CAREER DESIGNATED PERSONNEL HAVE INDICATED THEIR INTENTION NOT TO REENLIST ON BOARD. REQUEST ADJUSTMENT OF FOLLOWING PRD'S AS INDICATED.

RATE	NAME	SSN	CV/CVN	DET	CURR	PRD	EAOS	MSG	DTG
------	------	-----	--------	-----	------	-----	------	-----	-----

C. FOLLOWING NON-CAREER PERSONNEL WHOSE EAOS ARE WITHIN TWO MONTHS PRIOR AND TWO MONTHS AFTER DEPLOYMENT DATE HAVE BEEN INTERVIEWED WITH FOLLOWING RESULTS:

RATE	NAME	SSN	CV/CVN	DET	INTENTIONS**
------	------	-----	--------	-----	--------------

** SEPROS/undecided/REEN for orders/REEN remain ONBOD/extend for deployment.

Enclosure (3)

D. FOLLOWING PERSONNEL IN RECEIPT OF FLTRES AUTHORIZATION AND/OR SELECTED FOR OFFICER PROMOTION WITH TRANSFER/PROMOTION DATE AS INDICATED:

RATE	NAME	SSN	CV/CVN DET	FLT/PROMOTION DATE
------	------	-----	------------	--------------------

E. FOLLOWING PERSONNEL HAVE PRD'S LESS THAN PST. REQUEST APPLY FOLLOWING PRD CHANGES:

RATE	NAME	SSN	CV/CVN DET	FM	TO
------	------	-----	------------	----	----

F. FOLLOWING PERSONNEL HAVE PRD'S LESS THAN PST/EAOS BUT ARE NOT RECOMMENDED FOR PRD ADJUSTMENT FOR REASON INDICATED:

RATE	NAME	SSN	CV/CVN DET	CURR PRD	REASON
------	------	-----	------------	----------	--------

G. FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. EPMAC 1221/2 HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicated the DNEC change requested in subparagraph I.)

RATE	NAME	SSN	CV/CVN DET	NEC	GRAD/OJT DATE 1221/2 DATE	MAILED
------	------	-----	------------	-----	------------------------------	--------

H. FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. EPMAC 1221/2 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph I.)

RATE	NAME	SSN	CV/CVN DET	CURR DET	NEC	CURR DNEC	RECOMD DNEC
------	------	-----	------------	-------------	-----	-----------	-------------

I. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST CHANGE THE DNEC AS INDICATED BELOW:

RATE	NAME	SSN	CV/CVN DET	RCMD NEC(S)	DATE 1221/2 MAILED
------	------	-----	------------	-------------	-----------------------

Enclosure (3)

J. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN NEC BUT FOUND NOT QUALIFIED FOR REASON(S) INDICATED. EPMAC 1221/1 HAS BEEN SUBMITTED:

RATE	NAME	SSN	CV/CVN DET	CURR NEC	RCMD DNEC	REASON FOR REMOVAL	DATE 1221/1 MAILED
------	------	-----	------------	-------------	--------------	-----------------------	-----------------------

3. ACTION PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	SSN	CV/CVN DET	NEC	EXPECTED COMPL DATE
------	------	-----	------------	-----	---------------------

4. CONTINGENT UPON THOSE PERSONNEL LISTED PARAGRAPH 3 SUCCESSFULLY COMPLETING COI, FOLLOWING NEC(S) REMAIN DEFICIENT (listed in order of priority):

CV/CVN DET	DEFICIENT NEC(S)
------------	------------------

5. STATUS OF OPHOLD DECISIONS TO ALLEVIATE CRITICAL MANNING/NEC SHORTFALLS:

6. EXPECTED BERTHING REQUIREMENTS FOR EACH CV/CVN DET LISTED PARAGRAPH 1 ABOVE:

	MALE	FEMALE	MALE	FEMALE
CV/CVN DET	CPO	CPO	E1-E6	E1-E6

7. ADDITIONAL COMMENTS.//

FORMAT FOR HC/HM/HSL/VPU/VQ/VANOPDET PERSMAR REPORT
(to be submitted semi-annually)

FM: HC/HM/HSL/VPU/VQ
 TO: EPMAC NEW ORLEANS LA//43//
 INFO: COMFLTFORCOM NORFOLK VA//N1/N14//
 COMPACFLT PEARL HARBOR HI//N1/N13// (for PACFLT units)
 APPROPRIATE TYPE COMMANDER
 COMNAVPERSCOM WASHINGTON DC//40//
 APPROPRIATE ISIC//JJJ//
 APPROPRIATE SHIPS
 UNCLAS //N01306//
 MSGID/GENADMIN/ (UNIT) //
 SUBJ/ (HC/HM/HSL/VPU/VQ/VANOPDET) PERSMAR (UIC 99999) COMFLTFORCOM-
 COMNAVPERSCOM TCS 1306-1 (CFFC CODE N14) (PERS 40)
 REF/A/DOC/CLF-CPF/DATED//
 REF/B/DOC/EPMAC/22APR99//
 NARR/REF A IS COMFLTFORCOM/NPCINST 1300.1____.REF B IS EDVRMAN.//
 RMKS/1. THIS UNIT HAS DETACHMENTS SCHEDULED FOR EXTENDED DEPLOYMENTS
 OVER THE NEXT 12 MONTHS AS FOLLOWS:

SHIP/DET	MONTH/YR OF DEPLOYMENT
----------	------------------------

2. PER REFS A AND B, THE COMMAND EDVR HAS BEEN REVIEWED AND
 FOLLOWING ACTIONS TAKEN:

A. CORRECTIVE ACTION CONCERNING EXPIRED EAOS, PG'S, AND PL'S
 FOR FOLLOWING PERSONNEL COMPLETED IAW REF B:

RATE	NAME	SSN	SHIP/DET	LTR DATE/MSG DATE
------	------	-----	----------	-------------------

B. FOLLOWING CAREER DESIGNATED PERSONNEL HAVE INDICATED THEIR
 INTENTION NOT TO REENLIST ON BOARD. REQUEST ADJUST THEIR PRD'S AS
 INDICATED.

RATE	NAME	SSN	SHIP/DET	CURR PRD	EAOS	MSG DTG
------	------	-----	----------	----------	------	---------

C. FOLLOWING NON-CAREER PERSONNEL WHOSE EAOS ARE WITHIN TWO
 MONTHS PRIOR AND TWO MONTHS AFTER DEPLOYMENT DATE HAVE BEEN
 INTERVIEWED WITH FOLLOWING RESULTS:

RATE	NAME	SSN	SHIP/DET	INTENTIONS**
------	------	-----	----------	--------------

** SEPROS/undecided/REEN for orders/REEN remain ONBD/extend for
 deployment.

D. FOLLOWING PERSONNEL IN RECEIPT OF FLTRES AUTHORIZATION
 AND/OR SELECTED FOR OFFICER PROMOTION WITH TRANSFER/PROMOTION DATE AS
 INDICATED:

Enclosure (4)

RATE	NAME	SSN	SHIP/DET	FLT/PROMOTION DATE
------	------	-----	----------	--------------------

E. FOLLOWING PERSONNEL HAVE PRD'S LESS THAN PST. REQUEST APPLY FOLLOWING PRD CHANGES:

RATE	NAME	SSN	SHIP/DET	FM	TO
------	------	-----	----------	----	----

F. FOLLOWING PERSONNEL HAVE PRD'S LESS THAN PST/EAOS BUT ARE NOT RECOMMENDED FOR PRD ADJUSTMENT FOR REASON INDICATED:

RATE	NAME	SSN	SHIP/DET	CURR PRD	REASON
------	------	-----	----------	----------	--------

G. FOLLOWING PERSONNEL ARE QUALIFIED FOR THE NEC(S) INDICATED. EPMAC 1221/2 HAS BEEN SUBMITTED. (In cases where this NEC qualification requires a DNEC change, indicate the DNEC change requested in subparagraph I.)

RATE	NAME	SSN	SHIP/DET	NEC	GRAD/OJT DATE	DATE 1221/2 MAILED
------	------	-----	----------	-----	---------------	--------------------

H. FOLLOWING PERSONNEL CURRENTLY HOLD AN NEC FOR WHICH THEY ARE NO LONGER ELIGIBLE. EPMAC 1221/2 HAS BEEN SUBMITTED WITH JUSTIFICATION TO REMOVE THE NEC. (In cases where this NEC removal requires a DNEC change, indicate the DNEC change in subparagraph I.)

RATE	NAME	SSN	CV/CVN DET	CURR NEC	CURR DNEC	RECOMD DNEC
------	------	-----	------------	----------	-----------	-------------

I. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN INCORRECT DNEC. REQUEST CHANGE THE DNEC AS INDICATED BELOW:

RATE	NAME	SSN	SHIP/DET	RCMD NEC(S)	DATE 1221/2 MAILED
------	------	-----	----------	-------------	--------------------

J. FOLLOWING PERSONNEL ARE CURRENTLY ASSIGNED AN NEC BUT FOUND NOT QUALIFIED FOR REASON(S) INDICATED. EPMAC 1221/2 HAS BEEN SUBMITTED:

RATE	NAME	SSN	SHIP/DET	CURR NEC	RCMD DNEC	REASON FOR REMOVAL	DATE 1221/2 MAILED
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3. ACTION PLANNED OR IN PROGRESS TO ALLEVIATE NEC SHORTAGES THROUGH FORMAL SCHOOL TRAINING AND OJT PROGRAMS:

RATE	NAME	SSN	SHIP/DET	NEC	EXPECTED COMPL DATE
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4. CONTINGENT UPON THOSE PERSONNEL LISTED PARAGRAPH 3 SUCCESSFULLY COMPLETING COI, FOLLOWING NEC(S) REMAIN DEFICIENT (listed in order of priority):

SHIP/DET

DEFICIENT NEC(S)

5. STATUS OF OPHOLD DECISIONS TO ALLEVIATE CRITICAL MANNING/NEC
SHORTFALLS.

6. ADDITIONAL COMMENTS.//